



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: Investigator- #507-562-8610-008

SALARY RANGE:	
	\$3902-\$6318
TENURE/TIME BASE:	Permanent/Full Time
PROGRAM/DEPARTMENT:	Office of Protective Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

This is a re-advertisement. You do not need to submit an additional application if you applied when previously advertised in February/March 2013.

The Sonoma Developmental Center (SDC) is recruiting to fill an Investigator position within their Office of Protective Services (OPS), located in Eldridge, CA, just north of the City of Sonoma. The OPS Investigator is a sworn Peace Officer pursuant to section 830.3(v) of the California Penal Code. If you have investigative experience and are looking for a fast paced and challenging position working within a Developmental Center we encourage you to apply.

The Investigator's responsibilities includes: developing and implementing an investigative plan, conducting independent criminal, civil, and/or administrative investigations to identify violations of Federal, State, and/or local laws, and facility policies; Investigations will include, but are not limited to; client deaths, allegations of abuse and neglect, assault, fraud, embezzlement, theft and criminal history investigations based on subsequent arrest notifications; and preparing clear, concise, accurate and timely reports. For complete duties, please see duty statement on following pages.

Desired knowledge and abilities:

- Knowledge and experience in investigations
- Knowledge and experience of Federal and State laws
- Strong analytical and writing skills
- ❖ An understanding of, or familiarity with, developmentally disabled populations
- Good communication skills
- Good organizational/time management skills

WHO MAY APPLY:

Applicants should have completed either the POST Specialized Investigators Basic Course or the POST Regular Basic Course. A full background investigation will be completed prior to a conditional offer of employment being made.

Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (lateral transfer or reinstatement) or be list eligible. Further Information may be found on the California State Department of Human Resources website at www.calhr.ca.gov. Applicants should indicate the type of eligibility they currently possess which qualifies for the postion. This information should be indicated on the title section of the STD-678. All applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or completed and downloaded from the website indicated above. You must pass a background check prior to appointment including; a pre-employment physical, drug screening and fingerprint clearance. Faxed or e-mailed applications and resumes will **not** be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Please refer to: Position # 507-562-8610-008

Mail your **application to**:

Department of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Melissa Woodall

CONTACT INFORMATION

Name: Melissa Woodall Number: (916) 322-9001

Email: Melissa.woodall@dds.ca.gov

STATE OF CALIFORNIA DEPARTMENT OF DEVELOPMENTAL SERVICES OFFICE OF PROTECTIVE SERVICES

INVESTIGATOR Duty Statement

Position Number: 507-562-8610-008

Location: Sonoma Developmental Center

A. GENERAL STATEMENT OF DUTIES

The Investigator is a sworn Peace Officer pursuant to section 830.3(v) of the California Penal Code.

The Investigator classification is a deep class with three (3) alternate ranges.

Responsibilities include but are not limited to: conducting independent criminal, civil, and/or administrative investigations to identify violations of Federal, State, and/or local laws and facility policies; develop and implement an investigative plan. Conduct and complete investigations within established guidelines as set forth in the Office of Protective Services (OPS) Law Enforcement manual. Investigations will include but are not limited to: client deaths; allegations of abuse and neglect; fraud; embezzlement; and criminal history investigations based on a subsequent arrest or DOJ/FBI notification. Collect and verify evidence. Complete clear, concise, and accurate reports. May conduct undercover or surveillance operations. Cooperate with outside law enforcement agencies.

May appear as a witness in court or administrative hearings; may be assigned to work odd hours under varying conditions; may be asked to respond and support uniformed officers during a critical incident; may be asked to assist in search operations of missing persons (AWOL).

Works closely with facility and Quality Assurance staff to insure a thorough review of incidents is completed and meets all investigative criteria.

Investigation responsibilities at range B are expected to be more complex and require a broader knowledge and application of investigative techniques and procedures. Incumbents conduct complex criminal, civil, and/or administrative investigations; serve subpoenas, inspection warrants, search warrants, and/or other official papers.

Investigation responsibilities at range C will lead and/or review the work of a small group/staff of investigators in the performance of field operations; detect or verify suspected multiple violations of laws, rules, regulations and facility policies; independently conduct the most difficult and complex investigations. May be assigned to conduct high profile or sensitive investigations; may participate in multi-agency investigations or assignments, and/or in an investigatory program (i.e. workgroups, focused investigations, development of a training program). Perform program or policy development.

Investigators assigned to Headquarters (Professional Standards Branch) will follow all of the above responsibilities and in addition to those above, may conduct Internal Affairs (IA) investigations and Background (BG) investigations for OPS applicants and subsequent arrest notifications on current OPS employees.

B. SUPERVISION RECEIVED

Range A: Investigators will receive close supervision and direction from the Supervising Special Investigator I or the Supervising Special Investigator II (Commander).

Range B: Investigators are expected to work independently and will receive direction and supervision from the Supervising Special Investigator I or Supervising Special Investigator II (Commander).

Range C: Investigators are expected to work independently and will receive direction and supervision from the Supervising Special Investigator I or the Supervising Special Investigator II (Commander). Investigators in this range may be asked to serve as a lead investigator for a team, work group, program or special assignment.

C. SUPERVISION EXERCISED

Range A and B – None

Range C – May serve as a lead investigator; may assist and provide guidance to other investigators in all ranges as needed or requested.

D. TYPICAL DEMANDS

Must have the ability to perform all activities associated with being a Peace Officer. May be called upon to support and provide back up to OPS uniformed Peace Officers. Must have the ability to perform physical work associated with conducting field investigations. Must have the ability to work in an office environment in either a cubical or office and have the ability to work on a computer or laptop and other office equipment and business machines.

E. EXAMPLES OF DUTIES

- **50%** Conducts investigations into allegations of criminal and administrative violations including but not limited to: allegations of abuse, neglect, death, missing persons, injuries, workplace violence, assault, fraud, embezzlement and criminal history; includes the collection of evidence.
- **30%** Prepares and submits written investigative reports of findings obtained during field investigations for administrative action or criminal prosecution; may oversee a group of investigators and/or assist other investigators as needed.
- **10%** Maintains a working relationship with outside law enforcement agencies, other state and federal agencies, and the District Attorney's Office.
- **10%** May appear in court or administrative hearings as a witness, and/or attend meetings at the facility or represent the facility at professional meetings.

F. KNOWLEDGE AND ABILITIES

Must have knowledge of investigation techniques and procedures for conducting criminal and administrative investigations; collection and preservation of evidence; laws of arrest; search and seizure; and interviewing techniques for both criminal and administrative investigations. Must have the ability to prepare written investigative reports that are

clear, concise, accurate, and are completed in a timely manner. Must gather and analyze facts and evidence; reason logically; draw valid conclusions; communicate effectively; prepare written documents and accurately detailed investigation reports; follow written and oral instructions. Must be able to use and identify crimes using codes, including but not limited to: the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Government Code, the California Code of Regulations, and be able to identify and use facility policy manuals.

Must have knowledge of various types of developmental disabilities and have knowledge of specific commitments that allow admission to the Developmental Centers/Community Facility.

Must have the ability to be professional, diplomatic, and remain calm in emergency situations. Must have the ability to make a physical arrest if necessary. Must have the ability to perform these duties while being unarmed.

G. ACTIONS AND CONSEQUENCES

The use of good judgment must be applied in all areas of investigations. Lack of appropriate judgment may jeopardize investigative effectiveness and relations with other agencies.

H. PERSONAL CONTACTS

The Investigator has frequent contact with other OPS employees, clients, developmental center staff, regional center staff, clients' rights advocates, state, county and local law enforcement agencies and District Attorney's representatives.

I. OTHER INFORMATION

The Investigator must be able to drive an automobile and travel by other modes of transportation to conduct investigative activities; must have the ability to work irregular hours and work overtime when approved.

J. CERTIFICATES/LICENSES

Completion of the POST Basic Academy or POST Specialized Basic Course (SIBC).

Possess and maintain a current, valid driver's license.

Possess and maintain a valid Cardiopulmonary Resuscitation (CPR) card.

Possess and maintain a valid California Defensive Driving Card.